



INTERAGENCY CONNECTION

215 Dean A. McGee, Suite 320, Oklahoma City, OK 73102

<http://www.oklahoma.feb.gov/>

(405) 231-4167

Chair's Corner



During the month of June, the Federal Executive Board was busy with activities and forums coordinated for our members.

We began the month with an Executive Breakfast Forum, developed for Senior Executive Service members, Military, Political appointments, and Senior Leaders in Oklahoma to meet and receive information on timely topics affecting their careers and the environment in which they lead.

Carol Bonosaro, President of SEA, (the Senior Executives Association) was our speaker for this meeting. She entitled her address, "What's Ahead for Executives: Pay for Performance and more..."



While the title was quite appropriate, Ms. Bonosaro shared, candidly, upcoming legislation and agency-specific actions that will affect senior leaders (some changes are perceived positive, some not).



The FEB hosted the third session of our five-part Leadership Development Series. This session brings us past the halfway mark on this year's series. To date, each day of training has been well received with positive critiques. I applaud the efforts of the FEB Office in their continuing quest to bring in high-quality trainers for our members and their employees. We are all looking forward to the fourth session scheduled

for July!

Our recently re-established FEB Black Program Council hosted a Juneteenth celebration which was instrumental in 'jump starting' renewed interest in their activities for the remainder of the year and to reach new members for their Council.

The Executive Director attended a two-day FEMA meeting to discuss the role of Federal Executive Boards in the event of an emergency. This is an issue that we have addressed for several years and one in which I led a discussion at last year's National FEB meeting.

In June we also had our last session of this year's Leadership FEB program. The group received a briefing on the 507 Air Refueling Wing, management challenges of leading a volunteer force and was able to witness the workings of a small portion of this diverse wing, in their daily challenge to keep planes and personnel in the supporting the worldwide mission of the US Air Force.

As we all enjoy the traditional Independence Day fanfare, whether it be cookouts with family and friends, a long weekend at the lake, or other enjoyable activities, I ask that we all continue to remember our military men and women who are away from home, keeping them in our thoughts until they return, safely.

Dean A. McGee

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Media Guide for Federal Managers

Federal agencies have a responsibility to provide accurate and timely information to the general public and the media.

In many cases, however, agencies do not have a person designated and trained as a Public Affairs Officer (PAO). In such instances, the CEO or a front-line employee must act as the agency's representative to the public.

Many times, the intended message may be lost during the interview; often lack of planning or an inability to relay the message in succinct, easy to understand terms is the cause. Dealing with the media can be a daunting, nerve-racking experience, whether it is in a face-to-face interview, phone interview or on camera. It is important to be at your best when communicating your message.

This guide has been developed to assist those individuals called upon to speak on behalf of their agency to the press, both managerial and nonmanagerial employees. Whether you are responding to inquiries, arranging or participating in an interview, or simply providing information for print or broadcast, it is hoped that this media guide will provide you with useful information and some important tips to assist you.

The purpose of this Media Guide is informational in nature for public employees. As in the past, the guidance is based on the principle that the business of Government is vital to serving the public everywhere. No provision of these guidelines may be applied in contravention of contractual agreements; agency instructions or guidelines; Comptroller General Rulings; or other pertinent controlling policies, authorities and instructions governing your organization. Application of this guidance must be consistent with the provisions of applicable collective bargaining agreements or other controlling policies, authorities, and instructions.

The purpose of this strategy is to provide **information** when an emergency situation arises. ***In all cases, the final decision as to***

who will interact with the media will be made by the head of each agency and installation in the area.

This guide was initially developed and distributed in 2000 through the efforts of many hands. In an effort to keep this valuable resource up-to-date, an Ad-Hoc group of individuals committed to contribute their effort with library and internet research, personal experience, visits with media experts, composing, editing and formatting.

The Oklahoma Federal Executive Board wants to thank the following individuals (listed in alphabetical order) for their continued dedication to the task and their effort to make this guide a useful resource!

<i>Gary Berryhill</i>	US Marshals Service
<i>Darla Booker</i>	US Small Business Administration
<i>Dr. Brian Espe</i>	USDA-Animal Plant Health Insp Svc
<i>Jim Green</i>	Mike Monroney Aeronautical Center
<i>Jon Hall</i>	Tinker AFB Readiness
<i>Sherry Hunt</i>	Dept of Housing & Urban Development
<i>LeAnn Jenkins</i>	Oklahoma Federal Executive Board
<i>Kym Koch</i>	Office of the Governor of Oklahoma
<i>Mike Roach</i>	US Marshal, Western District of Oklahoma
<i>Joe Slye</i>	Slye Communications
<i>Garrett Thornton</i>	OK Department of Emergency Management
<i>Donna Ward</i>	USDA Risk Management Agency
<i>Terri Watkins</i>	KOCO Channel 5 TV

The **Media Guide** will be mailed to the Federal leaders in Oklahoma; however, it is available to any federal employee through our website: www.oklahoma.feb.gov



Spotlighting Federal Agencies in Oklahoma Did you know....?

507th Air Refueling Wing



The 507th Air Refueling Wing (507th ARW) is one of two Air Force Reserve flying units in the state of Oklahoma. The Wing reports to Fourth Air Force and supports Air Mobility Command's airlift and air refueling requirements, United States Strategic Command's (USSTRATCOM) Single Integrated Operational Plan (SIOP) requirements, including overseas deployment, in times of peace, war, and national emergency, as well as Federal Aviation Administration (FAA) flight inspection requirements. The 507th is the host wing for the 931st Air Refueling Group, McConnell Air Force Base, Kansas, and also provides peacetime personnel and support functions for the 513th Air Control Group (513th ACG), Air Force Reserve Command's first Airborne Warning and Control Systems organization.

Today, the 507th consists of four subordinate groups, 15 squadrons and five flights, and employs approximately 1,155 men and women. Approximately 184 members of the 507th are Air Reserve Technicians (ARTs) who serve as a full-time support cadre, along with 20 traditional civilian employees. Approximately 350 additional reservists serve with the 931st ARG. The unit operates nine KC-135R "Stratotanker" air refueling aircraft and, as an associate unit, the FAA's British Aerospace BAE 125/800 "Hawker".

The 507th was activated at Tinker Air Force Base in 1972 as the 507th Fighter Group, flying the F-105D "Thunderchief." In 1980, the unit converted to the F-4D "Phantom" and then to the F-16A "Falcon" in 1990. In 1994, as a result of downsizing and restructuring within the Air Force, the 507th converted to its current KC-135R "Stratotanker" aerial refueling mission. In 1995, the 507th was a driving force in the creation and activation of the 513th Air Control Group (ACG), an Air Force Reserve Airborne Warning and Control Systems associate unit at Tinker AFB. In 1997, the 513th ACG became a direct reporting unit to the Air Force Reserve's Tenth Air Force and Air Combat Command. The 507th ARW continues to provide support services to this new associate group. The wing's major subordinate units are: The 507th Operations Group, 931st Air Refueling Group, 507th Logistics Group, 507th Support Group, and the 507th Medical Squadron

Mike Monroney Aeronautical Center



Established in 1946 by the Civil Aeronautics Administration as a centralized training and logistics facility with approximately 350 employees, the Mike Monroney Aeronautical Center has grown to become a major organizational complex of the Federal Aviation Administration (FAA) employing approximately 4,400 government and contract personnel. In fact, the Aeronautical Center is the largest concentration of Department of Transportation employees outside the Washington, D.C. area!

Since its inception, the Aeronautical Center has greatly expanded training and logistics services and added a number of other aviation safety-related and business support products and services. These products and services include, for example, engineering services; medical, human factors, and organizational research; aircraft and airmen information; standards development for pilot and aircraft performance as well as flight procedures; and automated systems development and support. The customer base includes the entire FAA, all the transportation modes in the Department of Transportation, other Federal agencies, and foreign governments, as well as pilots, media, aircraft owners, and commercial air carriers.

Organizations of the Mike Monroney Aeronautical Center include: Office of the Director, International and Educational Outreach Staff, NAS Transition Engineering Services, Public Affairs Staff, Aeronautical Center Counsel, Business Planning and Development Staff, Civil Rights Staff, Internal Security and Investigations Division, FAA Academy, Office of Human Resource Management, Office of Information Technology, FAA Logistics Center, Office of Facility Management, Office of Acquisition Services, Office of Financial and Budget Service.



2nd Annual Combined Federal Campaign

GEICO Race for Freedom

Saturday, September 11, 2004

Stars and Stripes Park – Lake Hefner

Help raise additional dollars for CFC charities and your agency's campaign! All proceeds benefit the CFC. Dollars are distributed back to Federal agencies based on participation percentages. For example, if YOUR agency has 10% of the runners and walkers, 10% of the proceeds will be given to your agency to donate to CFC.

Events:

2 mile run/walk

Competitive 5K and 10K

Early bird registration only \$15.00 through September 3.

Register online at www.signmeupsports.com or by mailing your check made out to CFC and your registration form to: Race for Freedom, Attn: Kim Sheppard, AMP-1, PO Box 25082, Oklahoma City, OK 73125

Race for Freedom is open to anyone who wants to participate!
Awards will be presented.



Mediation in the Federal Workplace and the option of Neutrals

Shared Neutrals

If your agency uses mediation, there are individual federal employees who have received mediation training to act as mediators and who are capable of mediating internal federal agency disputes. The Interagency Program on Sharing Neutrals exists through the Oklahoma Federal Executive Board for collateral duty use of trained federal employee mediators. The program has existed in Oklahoma, since early 1998, and allows participating agencies to tap the roster for use of trained co-mediation teams (a senior trained mediator mentoring a less experienced individual) *at no charge to the requesting agency*. The use of shared neutrals comes with some of the same risks as using an internal agency mediator. However, since these neutrals do not come from inside the disputant's agency, there can be an additional level of comfort and trust for both sides.

Benefits

- As collateral duty, no cost to the agency utilizing the mediation services.
- Employees know the culture of the federal government and may have special insights into federal agency disputes.
- Trained employee/mediators become "champions" for ADR within the federal sector.
- From the large cadre of Oklahoma FEB Shared Neutrals, there exist many strengths and areas of expertise.
- Real or perceived problems related to confidentiality using an internal mediator are avoided.

Risks

- The neutral may have no familiarity with the culture of the agency in question and its practices.
- There may be difficulty in scheduling neutrals for mediations, due to the neutral's limited availability.

External Neutrals

In addition to the use of an internal or shared neutral roster, an agency may also consider using a pool of external neutrals. An external neutral is a professional who is not employed in any capacity by the federal government. If your agency is considering the use of external neutrals, it must determine whether to develop a roster from scratch or to use an existing source such as a private ADR provider. It is important to know whether the parties or the provider will choose the neutral for a particular dispute.

Benefits

- Using what is normally a highly trained and experienced resource ensures a high quality of services.
- Parties may feel more comfortable with someone identified as "an outsider".
- Using external neutrals allows hiring a person for specific expertise, if necessary.
- Case scheduling may be easier than with shared neutrals.

Risks

- The cost of utilizing a "fee for service" option.
- The neutral may not be familiar with the culture of the federal sector or within the particular agency.
- The neutral may lack specific subject matter expertise of particular issue and of federal employment laws.

This is offered as a comparison on the pros and cons of utilizing a volunteer mediation cadre and mediators available for hire. If you would like to learn more about mediation, visit www.mediation.com

For information specific to the Federal Executive Board's Shared Neutral's Program, please visit our website where you can download a handy guidebook or read it online: <http://www.oklahoma.feb.gov>



Government Continuance in an Emergency

Information was extracted from Christopher Lee's article in the Washington Post, Tuesday, June 22, 2004

In 1998, a presidential directive put FEMA in charge of continuity of operations planning (COOP). FEMA told agencies to identify essential functions, devise methods to preserve vital records and develop succession orders for key jobs. Agencies had to be able to reach alternate facilities within 12 hours of an attack and operate there for as long as a month.

A recent General Accounting Office review of plans for 35 departments and agencies found that none fully met all requirements. Agencies variously did not prioritize essential functions and did not account for their reliance on other agencies to carry out critical missions. Few agencies documented that they had adequate communications capabilities and space for staff and equipment in alternate facilities. And few had done recommended tests of plans. The report did not name the offices.

"Until these weaknesses are addressed, agencies are likely to continue to base their plans on ill-defined assumptions . . . and, as a result, risk experiencing difficulties in delivering key services to citizens in the aftermath of an emergency," Linda D. Koontz, a senior GAO official, testified at an April hearing of the House Government Reform Committee.

"I believe that every department and agency has a very good, robust COOP plan in place that we just now need to fine-tune," Michael Brown, DHS undersecretary for emergency preparedness and response, told the committee.

FEMA is revising its guidance to ensure plans are more complete, Brown said. It has established a COOP working group of 67 departments and agencies in the Washington area, and smaller working groups at the regional level.

Most important, officials say, plans are being tested.

In May, FEMA led Forward Challenge '04, an exercise in which nearly 4,000 employees from 45 agencies fanned out to more than 100 secret sites in response to a simulated terrorist attack. The "crisis" was an attempted suicide bombing in the Metro, followed by the death of three Cabinet secretaries in a car accident, an assault by hackers on air traffic control systems and intelligence reports of an imminent threat of a major attack in Washington.

Officials offered few details but said the exercise went well. An after-action report is expected next month.

"We demonstrated for the first time ever through the exercise that . . . we can get to our alternate operating sites and that we can perform the communications and the

interagency interdependencies necessary to continue the work of the government," Reynold N. Hoover, FEMA's director of national security coordination, said in an interview. "Does more planning and more work need to be done? Yes, certainly we do need to do that, and we continue to do that."

The best defense may be the sprawling nature of the 1.8 million-strong federal civilian workforce, analysts say. Nearly nine of every 10 federal employees live and work outside the Washington region. A terrorist strike in the nation's capital, however devastating, would leave much of the government's decentralized operations untouched. In fact, several key agencies are headquartered outside Washington, including the Social Security Administration in Baltimore and the Centers for Disease Control in Atlanta, said Donald F. Kettl, a political scientist at the University of Wisconsin at Madison.

One of the most decentralized departments is Agriculture, with 98,000 federal employees and 25,000 buildings. The department's emergency plans rely, in part, on its ability to send many of its 7,000 Washington-area employees to regional facilities.

"USDA has an advantage, because we're everywhere," said John Surina, deputy assistant secretary for administration. "We're in every county of the country."

A potential weak spot for the government, said Kettl, is the complex communications and computer systems that tie everything together.


"All the agencies have spent a lot of time since September 11 trying to harden those, trying to test them, trying to insulate them," he said. "And nobody really knows for sure how well they would work in the absence of a real-life kind of test."

Brown, the FEMA official, testified that the agency has established regional COOP working groups that include many of the 28 federal executive boards, regional entities whose mission is to improve coordination among federal programs outside Washington.

Hoover, the FEMA official, said there is "a lot of work yet to be done" to ensure that federal employees outside Washington know what to do. And agency officials need to be able to more easily contact FEMA about their status at alternate locations, he said.

"But what you can say is at least they are doing exercises . . . at least they are consciously aware of the potential problems," he said. "You never know in advance if it will work, but it will work a lot better if you do the gaming in advance and you can sort of see where the real glitches turn up."



UPCOMING EVENTS	
July	
Jul 4, 2004	Independence Day 
Jul 8, 2004 11:00 am	Shared Neutrals Council Santa Fe Cattle Co., 1100 S. Meridian, OKC POC: John Esquivel, 405-736-2151
Jul 12, 2004 8:00 am	Emergency Preparedness Council & COOP Working Group 301 N.W. 6 th Street, 2 nd Floor POC: FEB Office, 405-231-4167
Jul 13, 2004 All Day	ECQ-4: Business Acumen Naval Reserve Center 5316 S. Douglas, MWC POC: FEB Office, 405-231-4167
July 20, 2004 2:00 pm	Federal Employees Care Council Federal Transfer Center 7500 S. MacArthur Blvd., OKC POC: Mike Birdsong, 405-297-4014
Jul 21, 2004 10:00 am	Interagency Training Council USDA Risk Management Agency 205 NW 63 rd , Ste 170, OKC POC: Joyce Smith, 405-521-4539
Jul 22, 2004 11:30 am	Community Outreach Council Location to be Announced POC: Donna Ward, 405-879-2700
Jul 23, 2004 8:30am-3:00pm	10th Annual J. R. McCune Volunteer Conf Hosted by the Oklahoma Early Settlement Program POC: Sue Tate, 405-522-7876
Jul 28, 2004	Hispanic Program Council LaLuna, 409 W. Main, OKC Pat Dominguez, 580-492-3200
Jul 30, 2004 12:00 noon	Naturalization US Courthouse, 200 NW 4 th , OKC

Upcoming Events:

August 10, 2004 FEB Luncheon, Holiday Inn, 1100 S. Meridian, OKC

Informational luncheon on a Small Business Conference scheduled for later this calendar year, hosted by FAA, Tinker AFB, Terry Neese Center for Entrepreneurial Excellence

August 27, 2004 1st Annual Anti-Fraud Festival at the Oklahoma City Community College in South OKC. The lead agency for this event is the Internal Revenue Service. If you would like to participate, please contact: Cicely Smith, 405-297-4274.

Each day I examine myself on three counts; whether or not I am loyal to those in whose behalf I act; whether or not I am trustworthy in my dealings with friends; whether or not I practice what is imparted.
—Tseng Tzu

Your Federal Executive Board

The Mission of the Federal Executive Board (FEB) is to increase the effectiveness and efficiency of Federal agencies in Oklahoma.

We applaud the efforts of the Oklahoma FEB Executive Policy Council members who ensure information is provided to direct our activities and efforts:

- Ron Berryhill, Director, USDA Risk Management Agency
- Michael Deihl, Director, Southwestern Power Administration, Tulsa
- Col Dean Despinoy, Commander, 507th Air Refueling Wing
- Steve Gentling, Director, VA Medical Center
- Bill Fillman, Director, VA Central Area, Muskogee
- Gilbert Montoya, Director of Staff, Tinker AFB
- Dottie Overal, Director, Small Business Administration
- Lindy Ritz, Director, FAA Mike Monroney Aeronautical Center
- Michael Roach, US Marshal, US Marshals Service
- Cliff Rucker, District Director, US Postal Service

This newsletter is published monthly as a cost-effective tool for communicating events and issues of importance to the federal community in Oklahoma. If you have news of interest, please fax to the FEB Office at (405) 231-4165 or email to LeAnnJenkins@juno.com no later than the 15th of each month.

Elected Officers:

Chair: Col Dean Despinoy, Cmdr
507th Air Refueling Wing

Vice-Chair: Dottie Overal, Director
Small Business Administration

Staff:

Director: LeAnn Jenkins

Secretary: Trish Plowman

Program Support: Constance Ward

Development Detail: Larry Phillips

Please feel free to copy this newsletter & distribute. The newsletter is available on our website, <http://www.oklahoma.feb.gov> where you can also request to receive it electronically.



Evening with the Author



Sponsored by the Oklahoma Federal Executive Board



Evening with the Author is an opportunity developed by the Oklahoma Federal Executive Board (FEB) in an effort to provide innovative development forums in the local area, to interact with experts and colleagues on ways of tackling everyday work life issues- career issues, leadership challenges, balancing work and home life, diversity and more.

This forum, like our first in May will be led by the author and include:

- ★ An interactive session with the author,
- ★ A copy of the book, and
- ★ An opportunity for you to have the author sign your book.

Date:	Monday, August 23, 2004
Time:	4:00pm—6:00pm
Location:	Markie's Deli, 612 N. Robinson, Oklahoma City, OK
Who should attend:	This training is open to federal, state and local government employees, supervisors, managers and executives (military, civilian, law enforcement and postal service).
Speaker:	Author of <u>Reinventing Your Self: 28 Strategies for Coping with Change</u>   Mark Towers
Cost:	\$59 (if registered separately for this forum)

Name: _____ Agency: _____

Address _____

Phone: _____ Fax: _____

Payment Method: ☐ Cash ☐ Check made payable to the Oklahoma FEB ☐ Credit Card ☐ Govt Voucher

Please mail to:	Oklahoma Federal Executive Board 215 Dean A. McGee, Ste 320 Oklahoma City, OK 73102
Or fax to:	405-231-4165

Cancellation Policy: Understanding that unforeseen circumstances may preclude an individual from attending, refunds and cancellations will be permitted through August 16, 2004. However, after that date, registrations must be honored by the individual or agency involved. If you are unable to attend, substitute attendees are authorized and encouraged!

PLEASE POST FOR ALL EMPLOYEES



ECQ-4: Business Acumen

Stepping Forward Boldly into the Future!



Date:	Tuesday, July 13, 2004
Time:	Registration begins at 7:30 a.m. Training will be from 8:00 a.m. – 4:00 p.m.
Location:	Naval Reserve Center, 5316 S. Douglas, Midwest City, OK
Who should attend:	This training is open to federal, state and local government employees, supervisors, managers and executives (military, civilian, law enforcement and postal service).
Speaker:	Bill Quick
Cost:	\$119 (if registered separately for this training session)

As leader/managers, we are challenged to maintain today's issues using outdated modes that once sustained us. Teams have emerged in the past decade causing delegation to give way to empowerment. Many positions have shifted from specialist to generalist crossing over staffing and classification lines as a result of budget cuts and reallocation of funds. Technology has not only arrived but is allowing more to be accomplished faster and from wherever you are on the planet. This one day course is an opportunity to experience the future in a fun and experiential way. Make change an adventure. Learn and apply personal and professional goal setting techniques that will allow you to accomplish more in the next few years than you have in your cumulative past. Meet experts that are experiencing success.

Name: _____ Agency: _____

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PLEASE POST FOR ALL EMPLOYEES



August FEB Luncheon

Information on upcoming
Public/Private Small Business Forum



Date:	Tuesday, August 10, 2004
Time:	11:30 a.m. – 1:00 p.m.
Location:	Holiday Inn Airport, 2101 S. Meridian
Who should attend:	This luncheon is open to federal, state and local government employees, supervisors, managers and executives (military, civilian, law enforcement and postal service).
Speakers:	Gerald Lewis, FAA; Renaye Tyce, Tinker AFB; Judy Robbins, Francis Tuttle
Cost:	\$10.00

Information will be provided on an upcoming Public/Private effort in November to:

- (1) Advance the goals, policies & outreach initiatives of small business programs that support & encourage veteran, woman & minority-owned businesses in locating & securing business opportunities with government agencies & private corporations having procurement authorities/programs,
- (2) Highlight the diverse, comprehensive range of agencies and their programs through a forum not previously available,
- (3) Provide small businesses essential information, education, training and unique opportunities to build/expand their network of relationships/key contacts within public & private sectors, and with peers.

Menu Choice:

<input type="checkbox"/> Salad, American Pot Roast served with Potatoes & Carrots, Roll, Iced Tea, Dessert	<input type="checkbox"/> Salad, Vegetarian Lasagna, with Vegetables, Roll, Iced Tea, Dessert
--	--

Name: _____ Agency: _____

Address _____

Phone: _____ Fax: _____

Payment Method: ☐ Cash ☐ Check made payable to the Oklahoma FEB ☐ Credit Card ☐ Govt Voucher

Please mail to:	Oklahoma Federal Executive Board 215 Dean A. McGee, Ste 320 Oklahoma City, OK 73102
Or fax to:	405-231-4165

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PLEASE POST FOR ALL EMPLOYEES



ECQ-5: Building Coalitions/Communications

Finding Your Voice: How to Connect, Communicate & Effectively Influence Others



Date:	Tuesday, August 24, 2004
Time:	Registration begins at 7:30 a.m. Training will be from 8:00 a.m. – 4:00 p.m.
Location:	VA Medical Center Auditorium, 921 NE 13 th St., OKC
Who should attend:	This training is open to federal, state and local government employees, supervisors, managers and executives (military, civilian, law enforcement and postal service).
Speaker:	Mark Towers
Cost:	\$145 (if registered separately for this training session)

You live and work in the Age of Information. To be known as a “superb knowledge worker” and a leader in your arena, you must be someone who can communicate superbly—via both the spoken and the written word. This “hands-on, how-to” program will provide specifics that can be immediately put to use both at work and at home. You will leave this workshop with the necessary fundamentals for creating a much greater impact with the folks with whom you come into contact. Come prepared for an educational motivational and entertaining session.

Name: _____ Agency: _____

Address _____

Phone: _____ Fax: _____


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<i>SUN</i>	<i>MON</i>	<i>TUES</i>	<i>WED</i>	<i>THURS</i>	<i>FRI</i>	<i>SAT</i>
	July 2004			1	2	3
4  Independence Day	5	6	7	8 11am Shared Neutrals	9	10
11	12 8am Emgcy Prep & COOP mtg	13 ECQ-4 training	14	15	16	17
18	19	20	21 10am ITC	22 11:30 Community Outreach Council	23 Volunteer Conference for Mediators	24
25	26	27	28 11am HPC	29	30 Naturalization	31

OKLAHOMA FEDERAL EXECUTIVE BOARD
215 DEAN A MCGEE STE 320
OKLAHOMA CITY OK 73102-3422
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We wish to thank the Oklahoma CASU for their monthly assistance in the duplication and distribution of this newsletter.